

**Inventory of Personal Property for Overnight Visits**

	Write-In Each Item	Quantity Sent with Individual	Quantity returned with Individual	Quantity Missing or Damaged	Balance
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
	Quantity Totals:				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Visit Departure

\_\_\_\_\_  
 Signature of Staff Member

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Person Responsible for Individual

\_\_\_\_\_  
 Date

Visit Completion

\_\_\_\_\_  
 Signature of Staff Member

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Person Returning Individual  
 to the Residence

\_\_\_\_\_  
 Date

# **INSTRUCTIONS FOR USE OF “INVENTORY OF CLOTHING FOR INDIVIDUAL’S DEPARTING ON OVERNIGHT VISITS” FORM**

1. When an individual leaves their assigned residence for an overnight visit, a staff member must complete the inventory form listed as Attachment B on the reverse of these instructions. The inventory must be accomplished prior to the individual’s departure from the residence.
2. The item description and quantity of each personal property item that is accompanying the departing individual will be written-in on the form in the appropriate columns. All entries must be entered in ink.
3. The staff member and the person who will be responsible for the individual during the overnight visit will sign and date the form at the bottom under the section designated as “Visit Departure”.
4. When the individual returns to their residence, a staff member must **count and inspect** each item of personal property being returned. The quantity of all returned items must be written-in on the form in the appropriate columns. All entries must be entered in ink.
  - a. Any items that are missing or damaged must be noted in the “Missing or Damaged” column and explained under “Comments”. In these situations, the Service Coordinator/QMRP is to be notified at the earliest possible time.
  - b. Any newly acquired personal property items with a cost of \$50.00 or more will be entered on the “Personal Property Record” (Attachment A).
  - c. The staff member who checks in the personal property and the person who returns the individual to their assigned residence will sign and date the section designated as “Visit Completion”.
5. The Attachment B form will be retained in the individual’s folder for a period of three months. Forms removed from an individual’s folder will be retained for an additional two-year period. After two years the forms will be retained with the Regional Center business office and subsequently disposed of in accordance with DDSN records retention policy.